



**Great Falls Original Farmers' Market**  
P.O. Box 1986 Great Falls, Montana 59403  
406-761-3881 [farmersmarketgreatfalls@gmail.com](mailto:farmersmarketgreatfalls@gmail.com)  
[farmersmarketgf.com](http://farmersmarketgf.com)

### **Vendor Ethics**

1. Vendors will respect fellow vendors, and Market staff and will treat one another kindly. No foul language or offensive remarks allowed.
2. All vendors will represent themselves in a professional manner when interacting with customers.
3. Vendors will maintain a clean, attractive booth/display.
4. Vendors will respect the rights of our customers & provide a safe, welcoming environment where they can enjoy the family-friendly atmosphere.
5. Vendors will facilitate clear and positive communication with Market staff their attendance.

### **Fees**

#### **Saturday Market**

1. Fees are due and paid in-full at the end of each Saturday Market Day before the vendor leaves the Market area.
2. If you forget to pay your fee, you must pay before the start of the next Saturday Market Day unless other arrangements have been made with the Market Manager. Late fees must be paid during the week through mail into the Market's PO Box. Unpaid fees may restrict a vendor from being able to attend upcoming markets.
3. Fees are: 10% of gross sales with a \$10.00 minimum and \$60.00 maximum. \$60.00 flat fee for trucks over 22ft.
4. Rain day fees may be reduced to \$10.00 or 10% of gross sales at the Market Managers discretion.
5. Any vendor found not paying their full fee is subject to losing their Farmers' Market membership.

### **General Requirements**

1. The Great Falls Original Farmers' Market Board shall make regulations for the operation of the Market and shall amend, add, or delete such regulations at their sole discretion.
2. The Market Manager shall represent the Great Falls Original Farmers' Market and is the first and final authority at the Market.
3. The Market Manager may refuse to allow any vendor to set up or sell at the Market.
4. All vendors must submit a completed signed application and rules and regulations before they will be allowed to participate in the Market. Applications may be submitted at any time they are available on the website. However, permanent vendors who wish to secure their spot for the season must submit their application no later than May 1st. To obtain a permanent spot the following year, vendors must vend at least 80% of the summer season. To maintain their status as a permanent vendor the following year, vendors must vend at least 50% of the summer season.
5. No smoking or drinking alcoholic beverages is allowed in the Market area.
6. Vendors are not allowed to park in adjoining spaces without prior approval from the Market Manager.
7. Vendors must provide their own shade, chairs, tables, tablecloths, and change (money). . Maximum canopy size is 10'x10'. Weights (10 lbs per leg minimum) are required for canopies due to potential high winds and canopies not staying secure.
8. All food vendors must provide their own garbage can. All Vendors must take their trash with them when they leave at the end of each Market Day. City trash receptacles are NOT for vendor use. Please police your sales area and keep it neat. Vendors are responsible for thoroughly cleaning their sales area before leaving the Market. Violators may have their Farmers' Market membership terminated. The Market Manager should be notified of any problems.
9. Due to our city contract no pets are allowed in the Market area due to food being sold and served at the market, except for service animals.
10. Children under the age of 12 must be under the control of their parents or guardian at all times.
11. No climbing on the trees in the Market area.
12. No roaming, hawking or badgering shoppers or public.
13. The Great Falls Original Farmers' Market is not responsible for lost, stolen, or damaged merchandise or

personal items including money.

14. The Great Falls Farmers' Market reserves the right to limit or prohibit the sale of any commodity and the distribution of literature, political or religious material, or any article deemed not to be in the best interest of the Market, and at their sole discretion, may eject persons from the Market area.

### **Insurance and Licensing**

1. Individual product liability is the responsibility of each vendor. Vendors are responsible for meeting all government regulations, obeying state, county, and local laws, etc.

### **Food Vendors**

1. All vendors preparing food onsite must have a current City-County Health Department Short Term Food Permit or Food Service License. This permit or license must be displayed at the vendor's space in accordance with Health Department regulations. All vendors must provide a copy of their current permit or license to the Market Manager prior to participation in the Market.

2. Vendors are responsible for food safety. No permit or license is required for vendors selling fresh, unprocessed produce.

3. All vendors shall immediately cease to sell and remove from the Market any product(s) deemed potentially hazardous by the Market Manager.

4. Under SB199/202, homemade foods are allowed to be sold at Farmers Markets. Homemade food products containing meat are not allowed. The vendors must post at their booth or on the product that the food was made in a home kitchen which is not licensed, permitted, certified, packaged, labeled, or inspected under any official regulations.

5. After the passage of SB199/202, Cottage Food licenses are no longer required to sell homemade foods at Farmers Markets. Cottage Food licenses are still available for anyone interested in becoming a Registered Cottage Food Operator. It is recommended vendors with Cottage Food eligible products to apply for a Cottage Food license, but it is not required. Vendors can display their Cottage Food registration to show their product(s) have been reviewed, as opposed to their homemade foods which have no oversight at all.

### **Products and Categories**

1. The Market is limited to Montana-produced agricultural and horticultural products, handcrafted items, processed foods, concessions, and other Montana-made items and services. Exceptions are at the Market Managers discretion.

2. No flea market, garage sale, or buy/resell items may be sold at the Market. No commercial or mass-produced items are allowed. No live animals may be sold, given away, or displayed at the Market. No hazardous chemicals, flammables, guns, etc. may be sold at the Market.

3. The Market Manager must approve all items sold at the Market. Anyone found selling unauthorized items will be asked to remove them from their sales area. Refusal to do so could result in loss of Farmers' Market membership.

4. The number of vendors in some product categories and sub-categories may be limited. This maintains variety at the Market and helps make vendors products marketable.

### **Saturday Set-up**

1. Set-up time begins at 6:30am. Vendors must be in place by 7:45am or the Market Manager has the authority to assign that space to another vendor. No vehicles will be allowed to enter the sales area after 7:45am. Vendors are solely responsible for moving their goods to their sales area after 7:45am.

2. Please respect the rights of our business neighbors by not parking in private parking lots. Please leave spaces closest to the Market open for our patrons.

3. Concession trailers must be unhooked from the towing vehicle. Support vehicles are not allowed in the Market area.

4. Please do not encroach on your neighbor's sales space with any displays, canopies and their supports. If there is a disagreement please alert the Market Manager.

5. All extension cords across walkways must be secured with bright yellow tape for easy visibility.

6. If an unknown car or obstacle is occupying your space the Market Manager will find you another space.

7. Spaces are assigned at the discretion of the Market Manager, and may be based on factors such as seniority, regular attendance and the location of similar merchandise.

8. New and non-permanent vendors must check in before set up.

### **Saturday Tear-down**

1. All vendor and vendor vehicles parked in the sales area must remain until 1:15pm. Leaving early due to emergency or bad weather is at the Market Manager's discretion.
2. For the safety of vendors and patrons, vehicles leaving the Market sales area must drive SLOWLY and cautiously. The Market Managers will warn violators. Repeated violations could result in the loss of Farmers' Market membership.
3. There will be a single horn-blast at 1:00pm signaling the end of the Market Day.
4. There will be a double horn-blast at 1:15pm indicating vehicles may start leaving the sales area.
5. Do not leave your vehicle idling during the Market, while tearing down, or while waiting to leave the Market area.

### **Attendance**

1. Saturday vendors must notify the Market Manager of their intent to participate in the next week's Market in order to remain a member in good standing via their Market application, written communication, or during fee payment. The Market Manager will not assume you are participating.
2. Notify the Market Manager when you pay your fee or call or text the Market Manager at 761-3881. If your plans change, you must notify the Market Manager as soon as possible. Please note that messages and texts sent to the Market phone will be responded to in the evenings. You may also contact the Market on Facebook.
3. If a vendor is a no show/no call two times during the season they may lose their market membership.

### **Rule Violations**

1. The Market Manager has the authority to warn vendors verbally and in writing for violations, and to suspend for cause. Vendors have the right to appeal such decisions to the Board of Directors.
2. First Offense: The vendor will be given a verbal warning by the Market Manager. The vendor will be given the opportunity to correct the violation at that time if possible. If the vendor refuses to correct the violation they will be asked to leave the Market immediately. The vendor will be allowed to return once they comply with the Market regulations.
3. Second Offense: The vendor will be given a written citation by the Market Manager and will be asked to leave the Market. The Market Manager will notify the vendor in the citation when they will be allowed to return.
4. Third Offense: The vendor will receive a written citation from the Market Manager. The vendor may be terminated for the remainder of the Market season, but may re-apply for membership the following season.



# VENDOR APPLICATION

Great Falls Original Farmers' Market  
 P.O. Box 1986 Great Falls, Montana 59403  
 406-761-3881 [farmersmarketgreatfalls@gmail.com](mailto:farmersmarketgreatfalls@gmail.com)

CONTACT NAME \_\_\_\_\_ BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

VENDOR TYPE? Fresh Produce  Processed Foods  Crafter/Artisan  Concessions

Other: \_\_\_\_\_

Yes/No

**Can your contact information be shared with the public?**

*Note: Your email and phone number would only be released if requested.*

**Do you require a vehicle at your booth?**

*If required, please indicate type of vehicle: \_\_\_\_\_*

## PRODUCT INFORMATION

*Please describe in detail all the items you plan to sell. If you intend to sell different products throughout the season, indicate which products and approximate dates.*

**PARTICIPATION DATES:** Please provide dates you plan to participate.

CIRCLE IF APPLICABLE

IF YOU'RE NOT AVAILABLE "ALL SATURDAYS" WRITE IN SPECIFIC DATES AVAILABLE

**June** All Saturdays \_\_\_\_\_

**July** All Saturdays \_\_\_\_\_

**August** All Saturdays \_\_\_\_\_

**September** All Saturdays \_\_\_\_\_

## ATTENTION FOOD VENDORS:

Under SB199/202, all homemade foods are allowed to be sold at Farmers Markets. Homemade food products containing meat are not allowed. The vendors must post at their booth or on the product that the food was made in a home kitchen which is not licensed, permitted, certified, packaged, labeled, or inspected under any official regulations.

Any vendors making food on-site must have with them a mobile food service license (food trucks/trailers) or have a temporary food service permit through the health department.

After the passage of SB199/202, Cottage Food licenses are no longer required to sell homemade foods at Farmers Markets. Cottage Food licenses are still available for anyone interested in becoming a Registered Cottage Food Operator. It is recommended that vendors with Cottage Food eligible products apply for a Cottage Food license, but it is not required. Vendors can display their Cottage Food registration to show their product(s) have been reviewed as opposed to other homemade foods which have no oversight at all.

**VENDOR AGREEMENT:**

**I understand that I must sign this agreement before I will be allowed to participate in the Great Falls Original Farmers’ Market.**

I understand that execution of this Agreement does not guarantee my acceptance or guarantee space at the Market.

Approved vendors are solely responsible for their products, equipment, and other possessions, and for their business practices.

**I have read the “General Information” and “Regulations” attached to this application and I agree that I, and all persons assisting at our booth will abide by all regulations stated or as amended by the Great Falls Original Farmers’ Market.**

I agree to pay all booth fees at the end of each market.

I understand failure to pay fees or abide by market regulations could result in my expulsion from the Farmers’ Market.

**Liability Release and Waiver of Claims:** I release the Great Falls Original Farmers’ Market and each of its officers, employees, agents, volunteer workers, directors, and representatives from any and all actions, causes of action, liability, claims demands, costs, charges, and expenses my/our immediate families, estates, personal representatives, heirs, and devisees might have arising from any damage, personal injury, suffering, or death occurring from participation in the Great Falls Original Farmers’ Market.

My execution of this agreement is a lawful and voluntary act. By signing below I certify that I understand and agree to abide by the terms of this agreement.

**SIGNATURE**

**DATE**

---